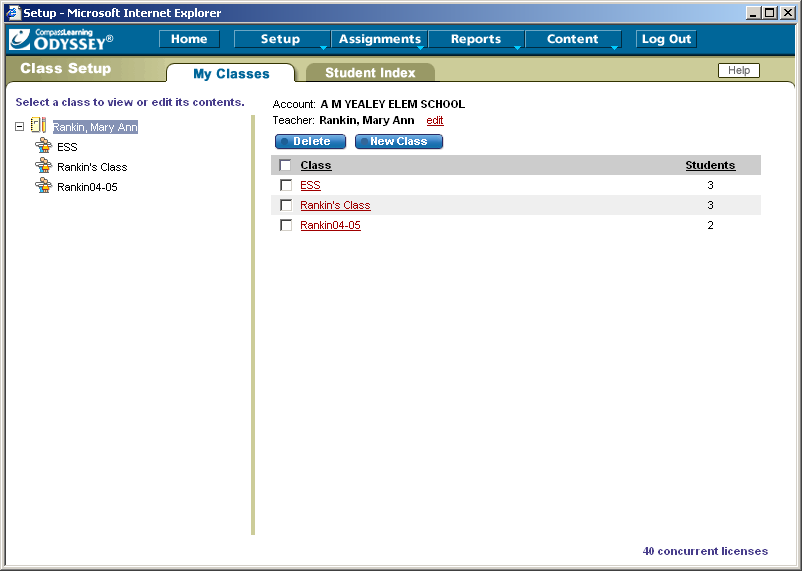
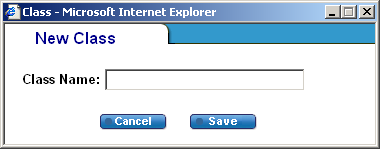
**Creating Compass Odyssey Classes**

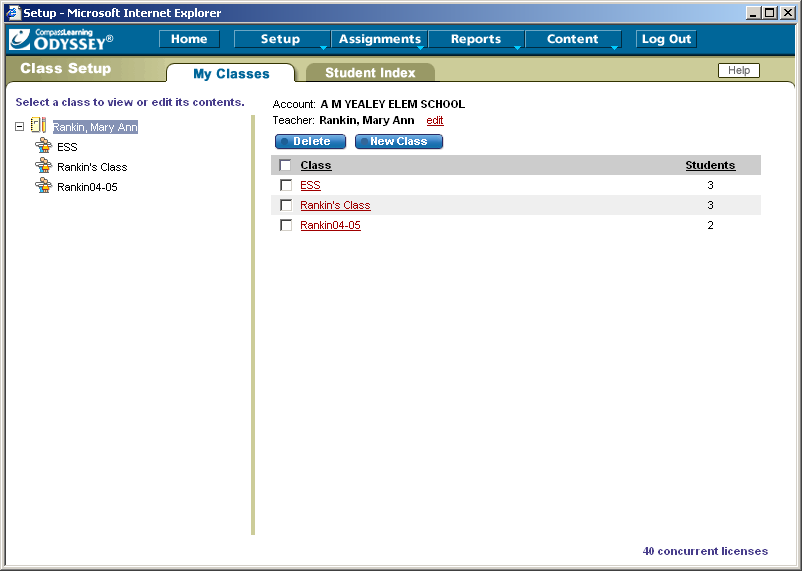
1. <http://www.williamstown.kyschools.us>
2. Click Students
3. Click Compass
4. Log In
5. Click Setup
6. Click My Classes – do you already have a class name in Red? If so, go to #9. If not, go to #7.



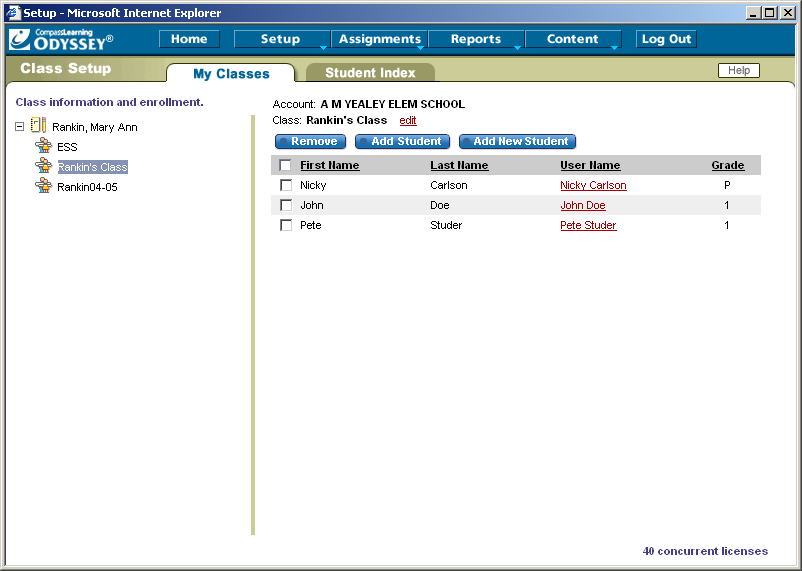
7. Click New Class



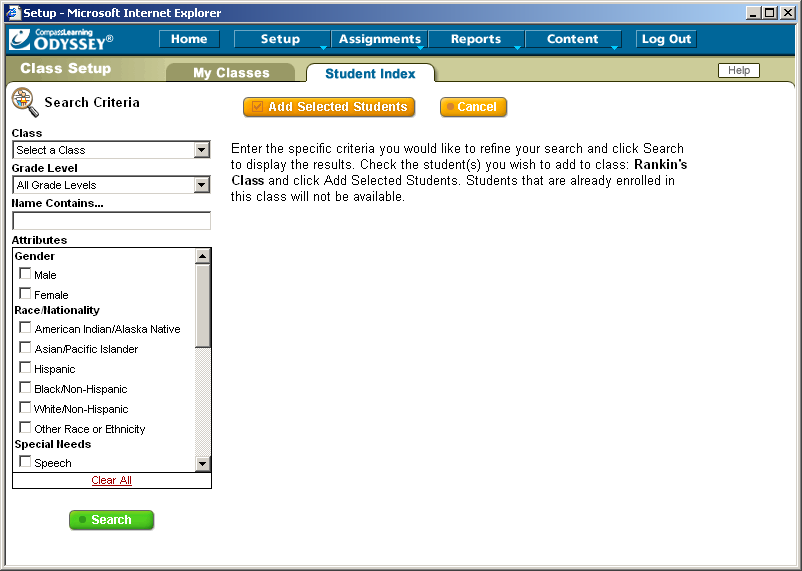
8. Enter your class name



9. Click on your class name that appears in red



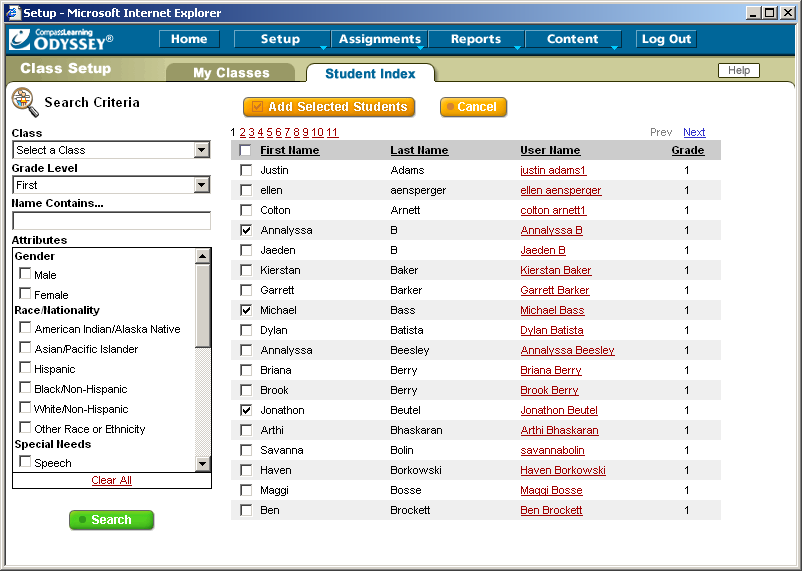
10. Click Add Student



13. Click Search

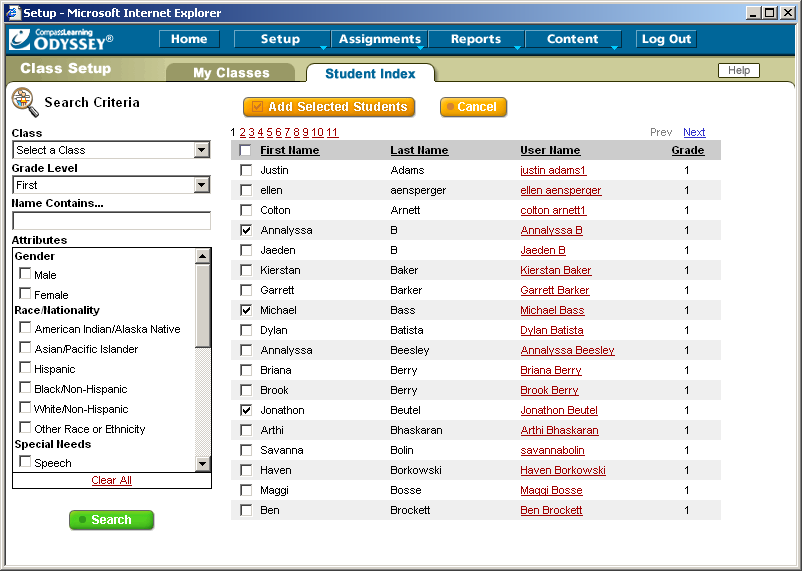
12. Select your grade level

11. Leave at Select a Class

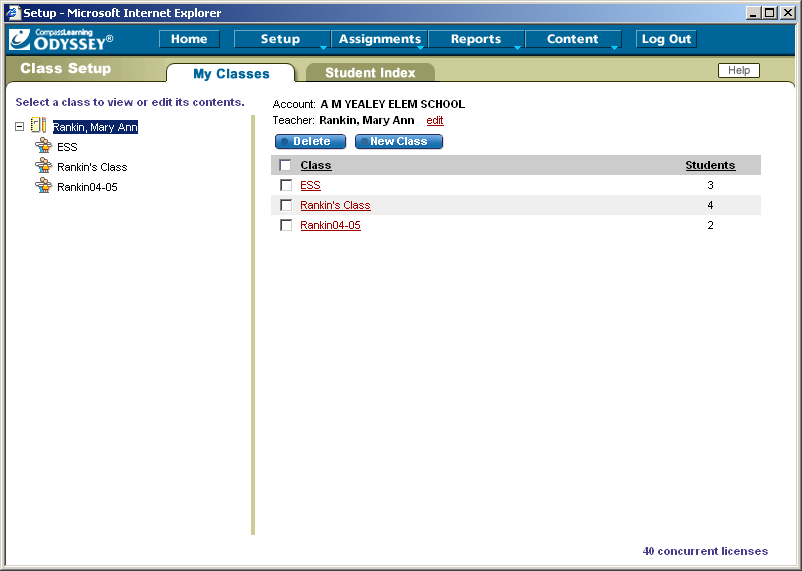


15. Click Next to move through the list

14. Check the students to be enrolled in your class

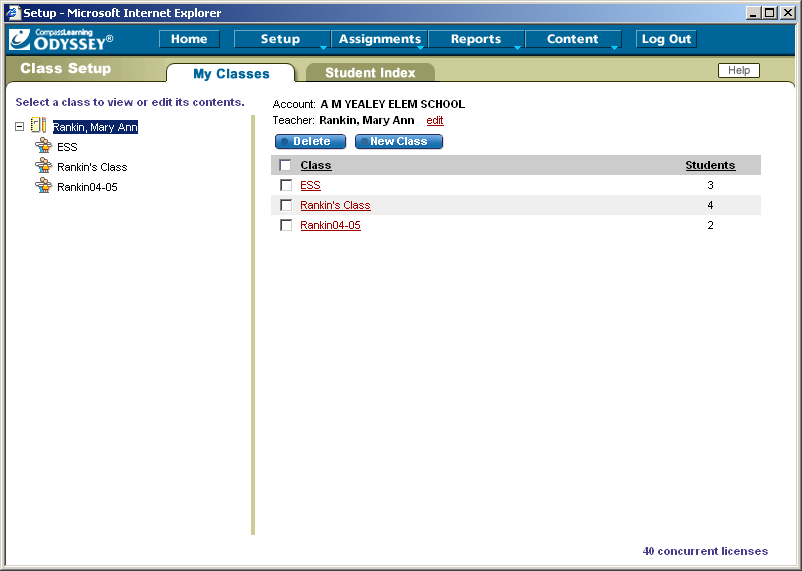


16. After checking all of your students, click Add Selected Students

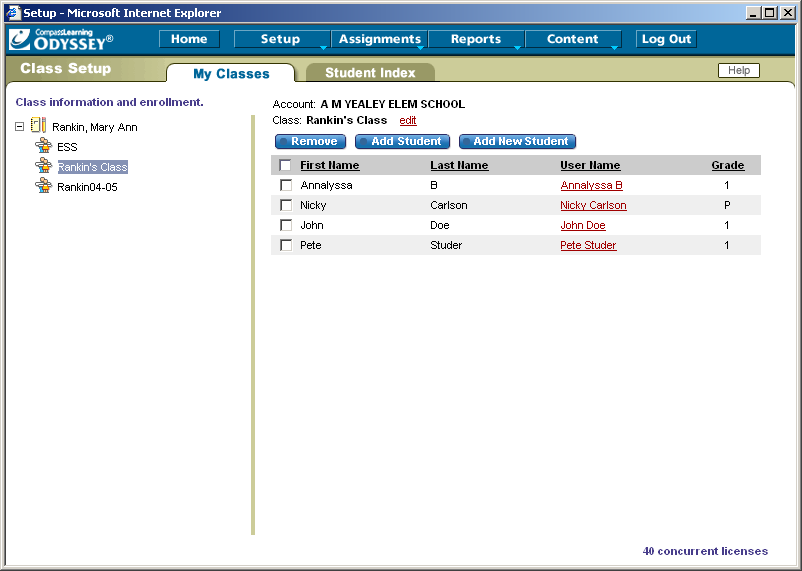


18. Do you have the correct # of students in your class? If not, go back to step #7 and get the missing student(s)

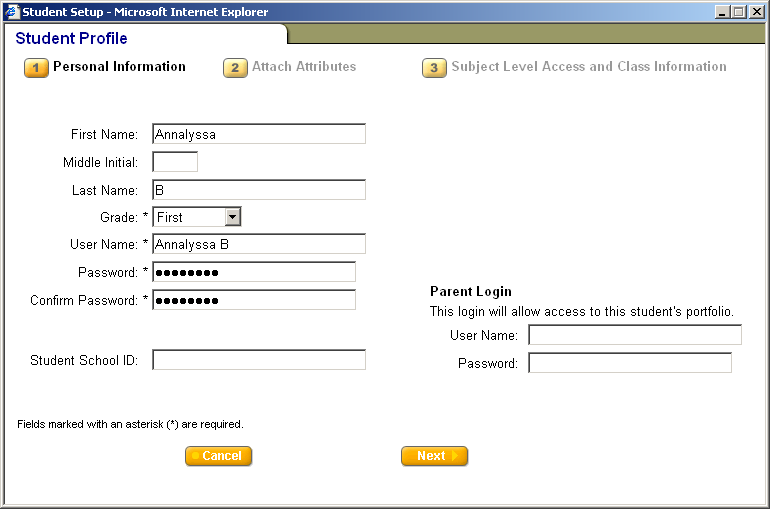
17. Click on your name in the left column



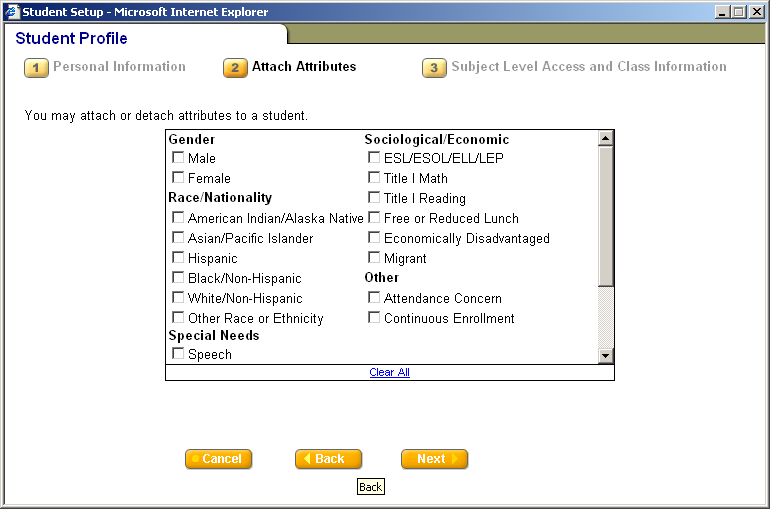
19. Click on your class name that appears in red



20. Click the first User Name that appears in red

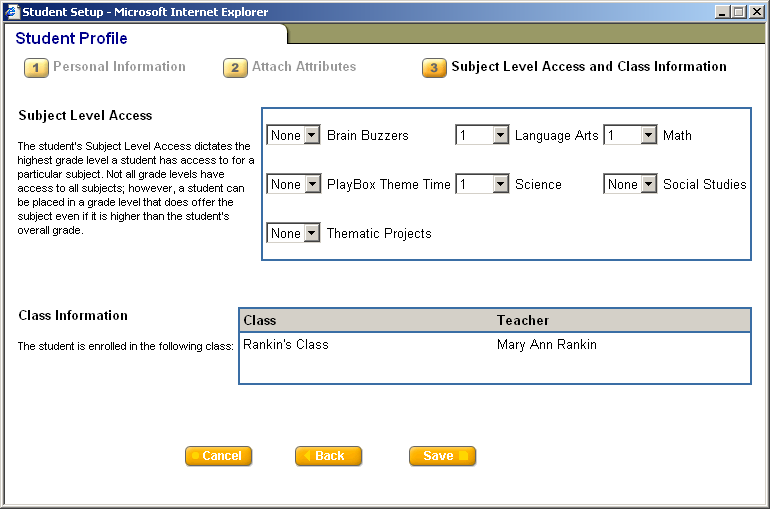


21. Click Next



23. Click Next

22. Fill in attributes or if already complete, verify they are correct



24. Verify or make adjustments to the student’s working level

25. Click Save and repeat for each student in your class